

FORT BEND COUNTY

Permits for the Construction of Driveways & Culverts on County Easements and Right of Ways in Fort Bend County

SECTION 3 - PERMIT SUBMITTAL REQUIREMENTS

A. Single Family Residential and Agricultural Driveways (Open Ditch Sections) **FORT BEND COUNTY ROAD & BRIDGE PERMIT**

1. When an application for a driveway with or without a culvert is filed, the applicant will provide the County Road and Bridge Department with the following information.
 - a. Street Address (HL&P address if available).
 - b. The location of the driveway, and culvert whenever applicable, within the County or public easement and right of way. The locations shall be referenced to a lot line or property corner.
 - c. The location of physical objects such as drainage inlets or catch basin within the portion of the driveway which is the County or public easement or right of way that might conflict with the construction of the driveway. The applicant must provide the location of all man-made objects within the portion of the driveway which is within the County or public easement or right of way.
 - d. Whether a special design is required whenever driveways may be proposed in a location hazardous to traffic safety.
 - e. The length of the proposed culvert based on the following standards:
 - (1) Minimum for walkway: 8 feet
 - (2) Minimum for driveway: 20 feet
 - (3) Maximum for driveway: 40 feet
 - f. **Prior to permit application submittal, Permittee shall contact FBC Road & Bridge Department at 281-342-4513 to verify pipe size diameter.**
 - g. Minimum pipe size shall be 18" unless special conditions exist that may warrant a smaller size.
 - h. The maximum number of driveways allowed on a tract of land:

<u>Parcel Frontage Length</u>	<u>Number of Driveways</u>
Less than 105 ft.	1
105 ft. to 210 ft.	2
Greater than 210 ft.	3
 - i. The maximum pipe size for a driveway crossed that will be set by FBC Road & Bridge Department shall not exceed a single row of 60" diameter pipe. Any driveway culvert requiring a larger pipe size shall obtain a permit under Section 2.C and Section 3.B of this document.
2. The permit applicant will be responsible for all cost of the pipe material, pipe fittings, safety ends, and other required accessories material including delivery and off loading at the driveway site.
3. Fort Bend County Road and Bridge Department will provide all labor, materials and equipment to install the pipe including excavation, grading, and backfill between the adjacent road surface and the property line or right of way line. Fort Bend County will provide four (4) inches of crushed concrete or similar base material. A finish surface will be provided as shown:

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|----|--|------------------------|
| a. | Existing Gravel or Dirt surfaced roadway | No applied finish |
| b. | Existing Asphalt surfaced roadway | Asphalt surface finish |
| c. | Existing Concrete roadway | Asphalt surface finish |

Other types of surfacing will be the sole cost and responsibility of the applicant.

- d. Refer to maximum size to be set by FBC Road & Bridge, Section 3 A.1.i.
- 4. Existing concrete, or other decorative pavers, stone, etc., required to be removed, will not be replaced by Fort Bend County. The replacement of the above surfaces will be the sole cost and responsibility of the applicant.
- 5. Horseshoe or multiple driveways on a tract of land may be permissible, depending on existing conditions. A separate permit must be obtained for each installation.

B. Commercial Driveways

FORT BEND COUNTY ENGINEERING DEPARTMENT PERMIT

- 1. When an application for a driveway with or without a culvert is filed, the applicant will provide the following information.
 - a. The location of the driveway, and culvert whenever applicable, within the County or public easement and right of way. The locations shall be referenced to a lot line or property corner.
 - b. The location of physical objects such as drainage inlets or catch basin within the portion of the driveway which is the County or public easement or right of way that might conflict with the construction of the driveway. The applicant must provide the location of all man-made objects within the portion of the driveway which is within the County or public easement or right of way.
 - c. Whether a special design is required whenever driveways may be proposed in a location hazardous to traffic safety.
 - d. The length of the proposed culvert is based on the following standards:
 - (1) Minimum for driveway: 20 feet
 - (2) Maximum for driveway: 60 feet
 - (3) Inlets shall be spaced 50 feet or in the mid-point of any culvert over 50 feet in length.
 - e. Commercial driveways shall be spaced with a minimum of twenty feet (20') separation. On major thoroughfares, driveways shall be placed with a minimum of fifty feet (50') separation.
 - f. Commercial driveways on major thoroughfares shall be placed no closer than one hundred and twenty-five (125') from the ultimate curb line of an intersecting major thoroughfare or collector street. Commercial driveways on collector or local streets are to be placed no closer than seventy-five feet (75') from the ultimate curb line of an intersecting major thoroughfare. Commercial driveways on major thoroughfares are to be placed no closer than seventy-five feet (75') from the ultimate curb line of an intersection of a collector or local street. Commercial driveways on secondary or local streets that are not adjoining a major thoroughfare shall be placed beyond the curb return for the intersecting street. Distances

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- shall be measured from the edge of the driveway.
- g. Commercial tract with ninety-five (95') or less frontage on a public street shall have no more than one (1) driveway. Commercial tract with between three hundred twenty feet (320') and ninety-six (96') or less frontage on a public street shall have no more than two (2) driveways. Commercial tract with between six hundred feet (600') and three hundred twenty-one feet (321') frontage on a public street shall have no more than three (3) driveways.
- h. Every permit application must be accompanied by a complete set of construction details and specification to fully convey the work to be performed in the County right of way and to assure conformance with these Requirements including Fort Bend County Engineering Department Construction Standards and Details and any subsequent amendments or revisions thereto.
- i. All cost for materials, labor, and equipment shall be paid by the applicant.
- j. All work shall be done by a responsible, qualified contractor.
- k. Temporary drainage pipes (180 days or less) are exempt from this regulation provided a permit is obtained for working within the Fort Bend County right-of-way.

C. Median opening or Median modification, New Street Crossings or Connections to Existing Streets.

FORT BEND COUNTY ENGINEERING DEPARTMENT PERMIT

1. When an application for a median opening or median modification, or New Street Crossing or Connection to Existing Streets is filed, the applicant will provide the data needed to determine the following:
 - a. Written justification for the opening or modification include its effect on existing traffic flow.
 - b. Location of median opening or modification.
 - c. Geometric layout of proposed median opening or modification including proposed signs or other traffic control devices. The geometric layout shall comply with the Fort Bend County Engineering Department Construction Standards and Details.
 - d. Engineering design and construction drawings signed and sealed by a registered professional engineer.
 - e. The location of physical objects such as drainage inlets or catch basin within the portion of the driveway which is the County or public easement or right of way that might conflict with the construction of the median opening or modification.
 - f. Construction schedule, construction sequencing with length of time for lane blocking, traffic control and other safety provisions for traffic must be included with the application.
 - g. Every permit application must be accompanied by a complete set of construction details and specification to fully convey the work to be performed in the County right of way and to assure conformance with these Requirements including Fort Bend County Engineering Department Construction Standards and Details and any subsequent amendments or revisions thereto.

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- h. All cost for materials, labor, and equipment shall be paid by the applicant.
 - i. All work shall be done by a responsible, qualified contractor.
- 2. The County Engineer shall review the application and supporting information and determine the following:
 - a. Whether the proposed culvert conforms to all other requirements.